



April 23, 2024

**Mr. Jeffrey Marapia**

Faculty

BS Information Technology Program

Dear **Sir Marapia**

Greetings!

This is to request for your acceptance to be the Capstone Project Adviser of **June Charles Mariquit, Daniela Marquez, Jayron David Sadian, Rubylyn Rey**. They are currently enrolled in Capstone Project 1. Their Capstone Project is yet to be determined with the help your guidance. With your acceptance, you will have to perform the roles and responsibilities of being a Capstone Project Adviser as stipulated in the Guidelines for Capstone Project anchored in the CMO No. 25, series 2015 (Revised Policies, Standards and Guidelines for BS in Computer Science, BS in Information Technology and BS in Information Systems). Among of those responsibilities are

1. to allot consultation schedule for your Capstone Project Advisees;
2. to determine the appropriate complexity level of the specific problem being addressed and the proposed solution;
3. to approve the composition of the project team considering the complexity of the project;
4. to coach the team in conducting the project, from project development to implementation and defense;
5. to do developmental editing on the manuscript and other project documents that the team may need to prepare;
6. to check the system prior to presentation to review committee and ensure that the team can make the presentation as scheduled;
7. to recommend a project for presentation and check the system as well as the documents to ensure that team is ready for the presentation;
8. to guide and remind the group to write down panel members' comments and suggestions during presentation; and
9. in cases where queries of the panel can't be answered by any of the team members, the Adviser may answer to ensure continuity of discussion.

It will also be a great help if you can assess whether the capstone project can be submitted for possible paper presentations.

We hope for your kind acceptance of this request. It will be a great help for our students. Thank you.

Respectfully yours,

**ART JERVIN L. MAGCAMIT, LPT, MIT**

Faculty-in-Charge

Conforme:

**Jeffrey Marapia**

Faculty, IIST